

Budget Work Session

Agenda Item #	5
Meeting Date	May 21, 2007
Prepared By	Barbara B. Matthews City Manager
Approved By	

Discussion Item	Budget Reconciliation
Background	<p>On May 17, 2007, Councilmembers provided the City Manager with their final requests for items to be placed on the reconciliation list. A copy of the budget reconciliation list is included as part of this agenda item.</p> <p>One item to be discussed during the reconciliation process is the request of CASA of Maryland, Inc. for City support of the new Langley Park Worker's Center, which is anticipated to open in October 2007. Given the uncertainty of when the site would be operational, the City Manager's proposed budget for FY08 assumed the continued operation of the City's temporary day laborer site on New Hampshire Avenue for the fiscal year. Montgomery County would reimburse the City for the full cost of operating the New Hampshire Avenue site (\$70,000).</p> <p>Councilmember Seamens has asked that funding in the amount of \$10,000 be added to the City Manager's proposed budget to provide funding to Manna Food Center for distribution of food in the City of Takoma Park. The proposed budget includes a \$4,500 grant to the organization under the Community Development Block Grant Program; the monies would be used to provide a weekly distribution of food to low- and moderate income residents of the Franklin Apartments and other Maple Avenue apartment complexes.</p>
Policy	In accordance with Article VIII of the Charter of the City of Takoma Park, the City Manager is charged with submission of a proposed budget for consideration of the City Council. Before adoption of the budget, the City Council shall hold at least one public hearing. The public hearing was held on May 7 th .
Fiscal Impact	The City Manager's proposed budget for FY08 provides for total expenditures of \$20,545,625. General Fund expenditures total \$19,411,809. Combined expenditures for the other funds (Stormwater Management and Special Revenue) equal \$1,133,816.
Attachments	<p>Copy of budget reconciliation list as of May 18, 2007</p> <p>Letter dated May 10, 2007 from CASA of Maryland, Inc. requesting \$50,000 for operation of the Langley Park Workers' Center</p>
Recommendation	The Council will be asked to provide direction to the City Manager regarding any modifications to be made to her proposed budget for FY08 so that the budget can be finalized.
Special Consideration	

FY08 BUDGET RECONCILIATION PROCESS

<u>Description</u>	<u>Proposed Reductions</u>	<u>Proposed Additions</u>	<u>Notes</u>
PDA's/Other Council Communication		9,500	Policy for non-PDA expenditures should be established
Council Training/Conference		3,000	Increased funding requested by Councilmember Williams
Local Supplement to State Tax Credit		50,000	FY07 actual payment plus projected increase
Langley Park Workers' Center		50,000	Request of CASA of Maryland, Inc.
Manna Food Center Grant		10,000	Increased funding requested by Councilmember Seamens
Total		122,500	

Note: The above list does not reflect any carryover items from FY07. Staff is in the process of identifying projects/items which will not be complete as of June 30, 2007.

CASA of Maryland, Inc.

310 Tulip Avenue, Takoma Park, MD 20912 tel: 301.270.0419 fax: 301.270.8659 yotagri@casamd.org

Barbara Matthews
City Manager
City of Takoma Park
7500 Maple Avenue
Takoma Park, MD 20912

RECEIVED

MAY 17 2007

May 10, 2007

Office of the City Manager

Dear Ms. Matthews:


On behalf of CASA of Maryland, Inc., I am pleased to submit this request for funding for FY08. CASA respectfully requests \$50,000 to support the operations of the new Langley Park Workers' Center, which we estimate will be open and ready for business in October of 2007. CASA is very grateful for the support that the City has given to the day labor community by providing funding for the temporary site located on New Hampshire Avenue. We are actively requesting funds from Prince George's County and various private foundations for the operations of the center in FY08, but we are hoping that we can also count on the support of the City of Takoma Park for funding for operations as well.

Enclosed please find a proposal narrative and budget.

I know this is a busy time as budget requests are finalized for FY08, but we hope that this request can be considered. The establishment of the new site in Langley Park will provide a much more permanent and comprehensive solution to responding to the needs of the day laborers and low-wage workers in Takoma Park.

Please don't hesitate to contact me for any additional questions or concerns. Jennifer Freedman, CASA's Development Director, can also be reached at (301) 270-7471 or at jfreedman@casamd.org

Sincerely,


Gustavo Torres
Executive Director

In the spring of 2002, the Task Force issued a report recommending the establishment of a new Workers' Center, additional to currently available facilities, as close as possible to the corner of New Hampshire Avenue and University Boulevard East. Recognizing CASA's current Workers' Center model and reputation of CASA's programs, the Crossroads Development Commission voted in 2006 to have CASA establish and manage a similarly designed Workers' Center in the Langley Crossroads area. In order to provide immediate support to workers, the City of Takoma Park worked in partnership with CASA to set up a temporary hiring site on New Hampshire Avenue which is still in operation. This site has responded to the urgent need by providing a hiring spot for workers to seek employment. CASA is committed to moving forward to establish a permanent site that will have the capacity to replace the existing temporary site, and comprehensively address the complex needs of workers and the community as a whole.

In partnership with local government, CASA is working towards the establishment of a Langley Park Workers' Center at the International Corridor. After considering six alternate sites, a site has been selected near the intersection of University Boulevard and New Hampshire Avenue in Langley Park, located at 7976-B New Hampshire Avenue. This site is composed of 6,300 square feet of unimproved basement space located in a retail strip center that backs up to southbound New Hampshire Avenue. There is a small semi-circular 'drive-thru lane' at the New Hampshire entrance that will provide a place for employers to pick-up workers. CASA is in the final stages of negotiations with the landlord to secure this space. If plans for renovations continue according to schedule, the Langley Park Workers' Center will open in October 2007.

Background on CASA's Experience with Worker's Centers

CASA's first Center for Employment and Training was opened in 1991 in response to a growing crisis in Montgomery County. Immigrant workers were waiting on street corners for day jobs, and because of the informal labor market conditions, many workers were abused, mistreated, and underpaid (or not paid at all) by their employers. These workers sought a safe place to wait to be hired for daily or temporary low-skilled jobs. Because of the oversupply of labor and lack of organization, the workers were vulnerable to significant exploitation by employers, the police, and general crime in the area. They lacked information about their rights and responsibilities. There were no facilities such as public restrooms or safe areas in which to interact and negotiate with employers. Civic associations also expressed concerns about the effects of these informal hiring locations on the neighborhood. They were concerned about neighborhood safety, public urination, loitering in front of businesses, and harassment.

To address these problems, CASA established its Center for Employment and Training in Silver Spring, which serves thousands of immigrant day laborers every year. The Center started with basic employment and organizing activities, and then expanded to include a wide array of educational, legal, health, and leadership development opportunities. Today, unions, government agencies, nonprofits, and foundations visit the Center regularly to observe its operations and learn how to establish similar centers across the country. CASA's Silver Spring Center also received national recognition as one of the first Annie E. Casey Foundation/National Council of La Raza's "Families Strengthening Award" in 2003.

Each of CASA's Workers' Centers is designed to reflect the nationally recognized model established at the Silver Spring Center, but also includes specific programming features that address the unique needs of the surrounding area. CASA's Langley Park Workers' Center at the International Corridor will include the following components:

Language barriers that prevent immigrant low-income workers from achieving economic and social self-sufficiency will be decreased.	<i>English for Speakers of Other Languages</i> - CASA's center will provide CASA's ESOL for Low-Wage Workers program, with the goal that 30 participants will enroll.	- provide ESOL classes for workers (2 hrs/day, 4 days/week, for 3 13-week sessions throughout the year) STAFFING: - Consultants (teachers)
A group of workers exists who are informed and prepared to protect their workplace rights and inform others about their workplace rights.	<i>Legal Cases</i> - The Langley Park Center will open 50 new cases and recover \$50,000 in unpaid wages on behalf of workers. <i>"Know Your Rights" booklets</i> - 300 workers will receive "Know Your Rights" booklets.	- hold bi-weekly intake sessions at CASA centers (ongoing) - hold an average of 3 weekly workshops at a CASA location on workers' rights (ongoing) - maintain updated legal rights materials and tools (ongoing) STAFFING: - .5 FTE staff attorney

Summary of Progress

CASA has received a draft lease from the landlord. Attorneys for CASA and the Landlord are currently negotiating non-financial terms of the lease. CASA has been working with Mimarch Architects, Inc. and the plans for renovation are 95% complete. CASA submitted an application for a use permit to the Prince George's County Department of Environmental Remediation. Once this matter is reviewed by the Department of Park and Planning, additional plans will be submitted for review. If renovations continue according to schedule, the Langley Park Workers' Center at the International Corridor is scheduled to open in October 2007.

CASA is working with budget figures of \$620,000 for renovation and \$91,000 for equipment. Of the \$711,000 needed, funding currently committed to this project includes \$91,961 and \$150,000 in two grants from Prince George's County, \$100,000 in Community Legacy Funding from Maryland Department of Housing and Community Development, \$30,000 in Technical Assistance Funding from the Department of Housing and Community Development, and \$72,168 in Federal EDI funding from H.U.D. CASA anticipates the remaining funds needed will come from a private source that has already been identified.

While renovation funds are secured, operating funds are not completely committed. CASA has been actively fundraising from private sources, including the Meyer Foundation and the Washington Area Women's Foundation, but commitment from both the City of Takoma Park and Prince George's County is fundamental to attracting these private funds. CASA respectfully requests \$50,000 from the City of Takoma Park in FY08 to support these operations once the Center is open.

<u>OPERATING COSTS</u>	<u>FY08 BUDGET</u>	<u>REQUEST TO TAKOMA PARK</u>	<u>OTHER SOURCES</u>
Job advertising	5,000		5,000
Rent <i>\$4,300/ month x 12 months</i>	38,700	1,500	37,200
Utilities <i>\$1,250/month x 12 months</i>	11,250	750	10,500
Conference & Training	1,000		1,000
Insurance	1,125		1,125
Local Mileage	800	160	640
Office Supplies & ID supplies	4,500	500	4,000
Postage	150		150
Printing/lease	2,700		2,700
Telephone	4,500	650	3,850
Maintenance	3,600		3,600
overhead 21%	47,713	8,060	39,654
TOTAL OPERATING COSTS	\$ 121,038	\$ 11,620	\$ 109,419
<u>GRAND TOTAL</u>	<u>\$ 348,246</u>	<u>\$ 50,000</u>	<u>\$ 298,246</u>